

Shelley D. Harrington

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EDUCATION

William S. Richardson School of Law, Juris Doctorate Degree (J.D.). 1996 - 2000

University of Hawai'i at Manoa, Graduate School: Social Work. 1988 - 1989

University of Hawai'i at Manoa, Bachelor's Degree in Social Work (B.S.W). 1983 - 1988

PROFESSIONAL EXPERIENCE

Intake Service Center Division Administrator 2016 to Present

State of Hawai'i, Department of Public Safety Supervisor: Deputy Director of Corrections
919 Ala Moana Blvd., Honolulu, Hawai'i 96814 Jodie Maesaka-Hirata

Serves as the Division Administrative for the Intake Service Centers on all islands throughout the State of Hawai'i. Manages the pre-trial services for the State by providing direct services to the Judiciary and the department, while evaluating alternatives to placement in a correctional facility. Manages alternatives to incarceration through placement on supervised release and ensuring compliance with terms and conditions. Manages the retake process for violations of supervise release by working directly with the Judiciary, the Prosecutor, Defense Counsel and other programs. Manages the processing of all admission for the State into the department by conducting evidence-based assessments and screening for intermediate sanctions, classifications, medical and mental health screening, PREA, and other aspects of the intake process.

Inspection and Investigation Officer 2015 to Present (TA)

State of Hawai'i, Department of Public Safety Supervisor: Director Nolan P. Espinda
919 Ala Moana Blvd., Honolulu, Hawai'i 96814

Provides administrative direction for and operational oversight over the Inspections and Investigations Office (IIO). Oversees the operations of the Department's Employee Pre-Disciplinary Hearings Process; Audits and Inspections Process; Inmate Grievance and Appeals Process; Department Policy and Procedure Coordination; Department Environmental Health and Safety Program; Security Planning and Coordination; and All Hazards Emergency Planning and Coordination. Serves as the administrative head responsible to ensure all Department programs fully comport to all applicable laws, rules, regulations, and policies and procedures.

Litigation Coordination Office, Litigation Officer 2011 to 2016

State of Hawai'i, Department of Public Safety Supervisor: Director Nolan P. Espinda
919 Ala Moana Blvd., Honolulu, Hawai'i 96814

Administrator responsible for conducting legal research, writing, ensuring compliance with the Uniform Information Practices Act (92-F) and monitoring the current legal issues affect the department in corrections, law enforcement, and administration. Administrator of the Litigation Coordination Office, responsible for developing program plans, staffing plans, management guidelines and supervising subordinate legal professionals related to offender management issues. Serves as the department's "person of interest" for all litigation filed in the United States District Court, District of Hawai'i by pro se plaintiffs and represented individuals. Manages the department's tort claims, civil rights litigation, tort

litigation, inmate sentence calculations, DNA collection, Prison Rape Elimination Act and other subject matters relevant to Corrections and Law Enforcement. At the discretion of the Director, assigned various special projects in addition to my regular assignments, based on my knowledge, skills, and abilities. Task with ensuring compliance in the areas of attendance programs, family leave provisions, DNA collection, and release of information to other entities.

Responsibilities involves performing work that is sensitive, encompasses difficult and complex situations. Furnishes advisory services to the Director and other top-level managers about aspects of program development and evaluations. The departmental advisory person to deal with specific issues related to the collective bargaining agreement for HGEA and UPW that impact the department.

SPECIAL ASSIGNMENTS

Designated Instructor/Trainer for administrators, supervisors, investigators, and departmental employees. Training responsibilities included developing lesson plans and conducting training for: 1) Collective Bargain Unit contract application/interpretation, 2) Standards of Conduct for Corrections and Law Enforcement, 3) The Law in Corrections, 4) Supervisory Training Classes, 5) How to Conduct Investigations, 6) Workplace Violence Training Classes, 7) Family Leave, and 8) Prison Rape Elimination Act.

Independent Arbitrator and Mediator 2005 to Present

Sole Proprietor

45-125 Iole Place, Kaneohe, Hawai'i 96744

Independent Arbitrator and Mediator, who has handled case referrals from the State of Hawai'i, Hawai'i Labor Relations Board, the State of Hawai'i, Judiciary, Court Annexed Arbitration Program, and the Office of Disciplinary Counsel. Duties and obligations as an arbitrator involves a complex analysis of conducting a hearing, assessing the creditability of testimony, review written briefs, and rendering a concise decision based on the application of the law, evidentiary rules, governmental rules and procedures for the State of Hawai'i, for various County entities and the relevant collective bargaining agreements (HGEA, UPW, UHPA, HFFA, and SHOPO). Conducts the arbitration hearing in such a manner as to ensure a fair and expeditious disposition of the proceeding, based on the relevant laws and/or collective bargaining agreements.

Employee Disciplinary Hearings Officer 1996 to 2013

State of Hawai'i, Department of Public Safety

919 Ala Moana Blvd., Honolulu, Hawai'i 96814

The Hearings Officer is the administrative officer representing the Director at statewide due process hearings. Regularly performs the most difficult and complex assignments and projects relating to a variety of different functional areas of the department's administrative disciplinary process and labor relations. Renders formal findings for the Director's review, affirmation, or modification of pre-disciplinary charges based on the cases submitted by administrators and supervisors within the department against an employee for violations of the departmental Standards of Conduct, policies, procedures, rules, statutes, laws and other misconduct provisions. Temporarily assigned to the position of Administrator of the Inspections and Investigations Office (EM-05).

Represents the Director statewide in judicial and quasi-judicial proceedings related to disciplinary decisions and discharge actions. The department's representative in court, arbitration hearings, worker's compensation hearings, unemployment hearings, labor appeals hearings, and Merit Appeal Board cases.

Correctional Supervisor 1990 to 2002

State of Hawai'i, Department of Public Safety
Halawa Correctional Facility
99-902 Moanalua Highway, Aiea, Hawai'i 96701

As a mid-level manager, the Correctional Supervisor (CS) is responsible for maintaining standards for planning, directing, controlling and monitoring all prison activities within the assigned management population unit. The Correctional Supervisor provides direct supervision of all line level staff: Social Workers, Adult Correctional Officers, Clerical staff and other Support staff. Plans and directs the work of others by assigning task that is subject to immediate review by the Correctional Supervisor. Advises line level staff on difficult problems and monitors the respective work assignments. The Correctional Supervisor provides training to unit staff regarding departmental policies and ensures quality control supervision. Develops unit master program plans, which clearly defined the unit's mission and objectives for correctional program management, case management, security, and custody.

Social Worker II - IV 1988 to 1990

State of Hawai'i, Department of Public Safety
Halawa Correctional Facility
99-902 Moanalua Highway, Aiea, Hawai'i 96701

Responsible for social case management and counseling to an assigned caseload of about 150 inmates involving basic assessment duties, program planning/monitoring and evaluation, individual counseling, and networking with other community resources. Worked closely with others in the managing of "Unit Teams", to develop and implement line level programs and policies as the administration's line level designee within the individual housing units.

VOLUNTEER WORK

Disciplinary Board of the Hawai'i Supreme Court 2012 to Present
Mediator and Hearings Officer for Attorney Misconduct Cases.

Hawai'i Law Enforcement Memorial Foundation 2010 to 2013
Committee Volunteer.

HSBA Labor and Employment Section Officer 2006 to 2017
Positions held include Chairperson, Vice Chairperson, and Secretary/Treasurer.

Arbitrator for the Hawai'i Court Annexed Arbitration Program 2005 to Present
Conducts arbitration hearings for civil matters as an alternative to formal court proceedings.

LICENSES

Certified Department of Justice, Prison Rape Elimination Act Auditor **2014 to Present**

Certified to conduct and manage DOJ PREA Audits at the Nation's jails, prisons, community correctional centers and juvenile detention facilities.

Examiner for the National Institute for Truth Verification **2004, Renewals**
Certified Computer Voice Stress Analysis in Investigations.

Licensed to Practice Law **2000**
Admitted to the Hawai'i State Bar and the United States District Court for the Hawai'i District.

SKILLS AND CERTIFICATES

Arbitration Skills and Decision Making
Correctional Unit Team Case Management
Crisis Intervention Tactics
Discipline and Discharge in Law Enforcement and Corrections
Discrimination in the Workplace
Facilitator Training
Family Medical Leave Act: Ensuring Compliance
Investigations and Contract Interpretation
Labor Relations
Mediation Skills: Achieving a Win-Win
Mental Health Assessment
National Judicial College: Administrative Law Judge Seminar
PREA Auditor Certification (DOJ)
Sexual Assault Victims Management Training
Supervisory Management Training
Supervisory Training for Staff Drug/Alcohol Testing
Women and Minorities in Management
Work Place Violence Training